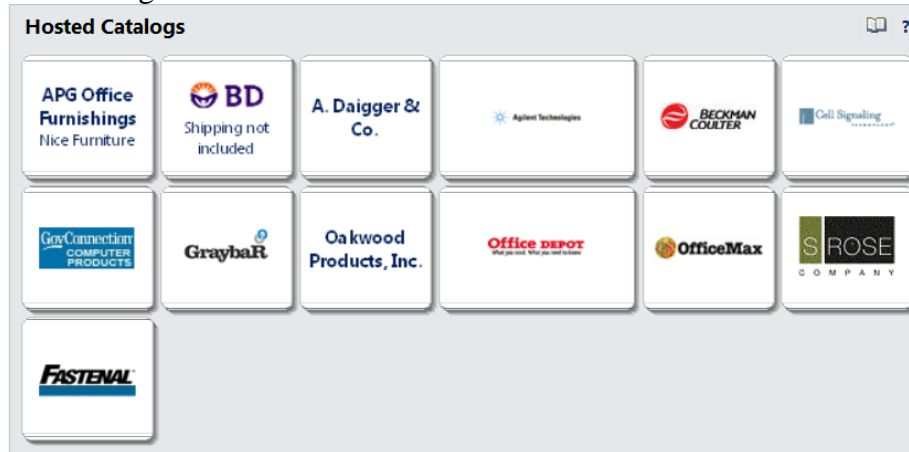


Basic Shopping

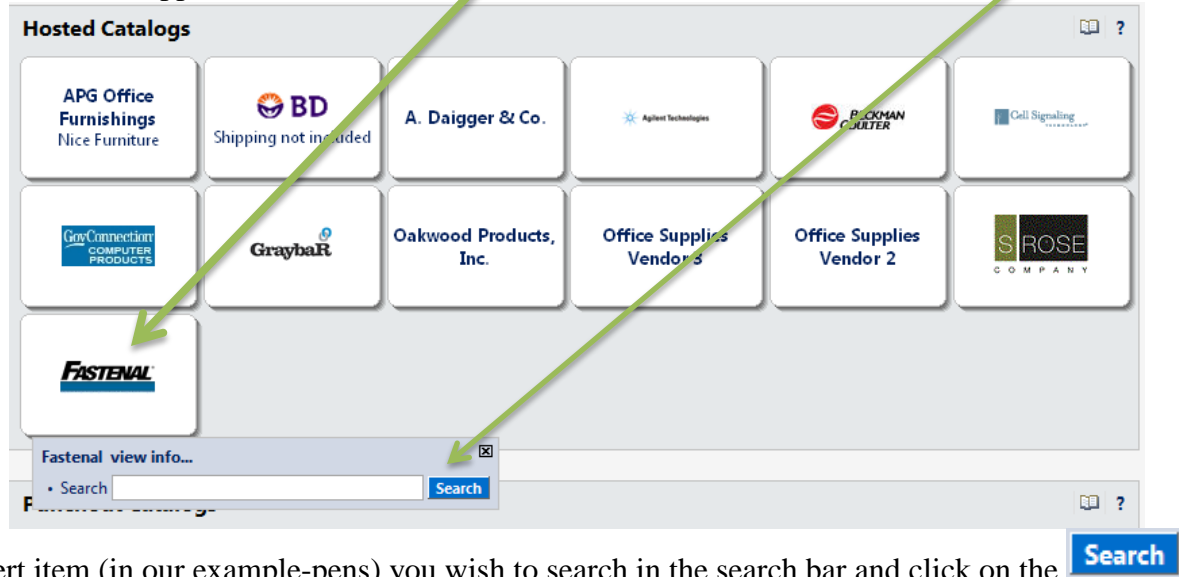
Add an Item to a Cart from a Hosted Catalog.....	1
Add an Item to a Cart from a Punch-Out Vendor.....	3
Customizing the Cart Name.....	5

Add an Item to a Cart from a Hosted Catalog

1. Fastenal will be used in the following example: Under the home showcase “Hosted Catalog,” click on the Fastenal logo.

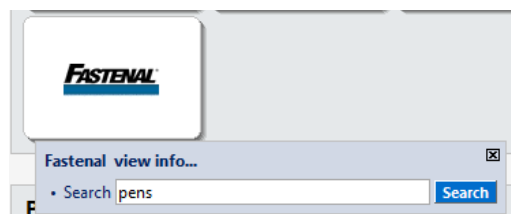


2. To search a product from a specific hosted catalog, click on the supplier and a search drop down box will appear.

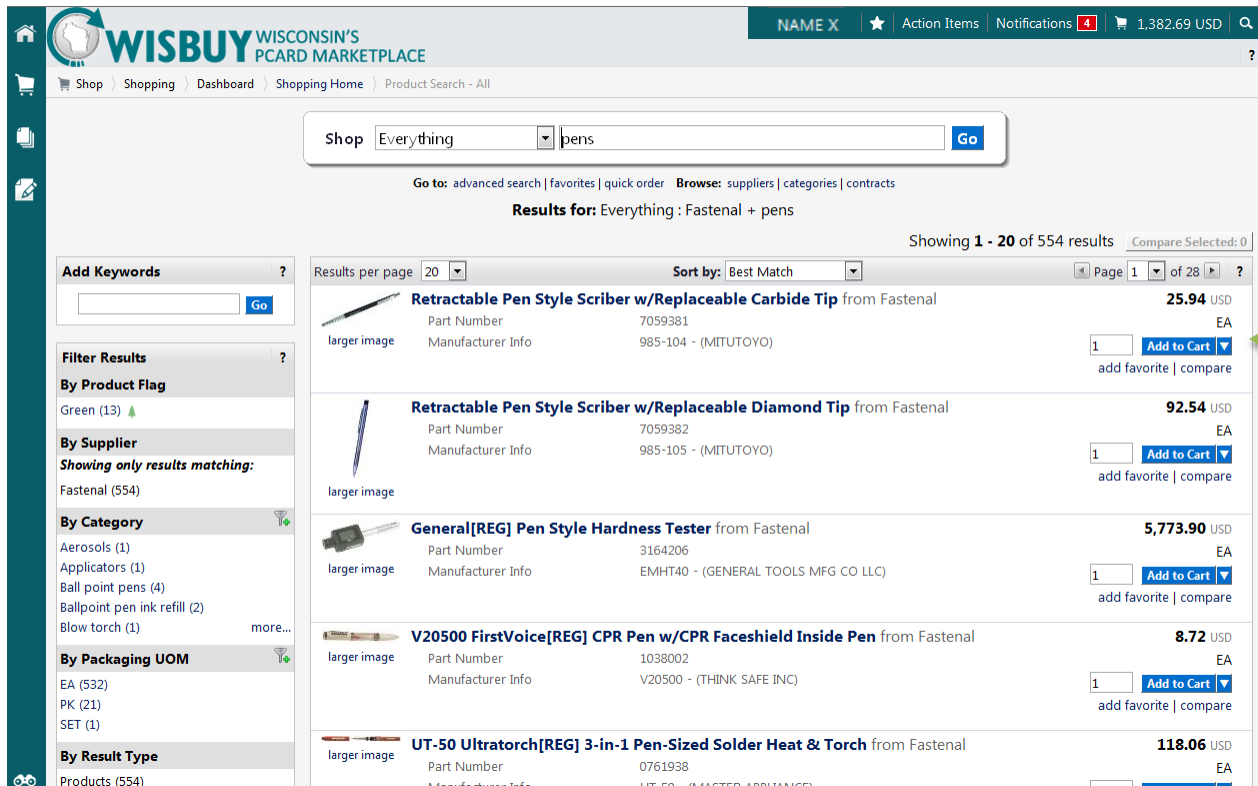


Insert item (in our example-pens) you wish to search in the search bar and click on the

Search



* The number of products listed may be adjusted by selecting a different value from the results per page drop down. Product search results may also be sorted by selecting sort criteria from the Sort by drop down. Product results may be further refined by adjusting Filter Results, keyword, custom attribute, product flag, suppliers, category, packaging, manufacturer and result type, found in the left panel next to the search results area.



Shop Everything pens Go

Go to: advanced search | favorites | quick order Browse: suppliers | categories | contracts

Results for: Everything : Fastenal + pens

Showing 1 - 20 of 554 results Compare Selected: 0

Results per page: 20 Sort by: Best Match Page 1 of 28

Add Keywords ?

Filter Results ?

By Product Flag

Green (13)

By Supplier

Showing only results matching:

Fastenal (554)

By Category

Aerosols (1)

Applicators (1)

Ball point pens (4)

Ballpoint pen ink refill (2)

Blow torch (1)

more...

By Packaging UOM

EA (532)

PK (21)

SET (1)

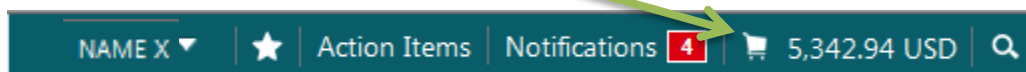
By Result Type

Products (554)

Product Name	Part Number	Manufacturer Info	Price	UOM	Action
Retractable Pen Style Scriber w/Replaceable Carbide Tip from Fastenal	7059381	985-104 - (MITUTOYO)	25.94 USD	EA	1 Add to Cart add favorite compare
Retractable Pen Style Scriber w/Replaceable Diamond Tip from Fastenal	7059382	985-105 - (MITUTOYO)	92.54 USD	EA	1 Add to Cart add favorite compare
General[REG] Pen Style Hardness Tester from Fastenal	3164206	EMHT40 - (GENERAL TOOLS MFG CO LLC)	5,773.90 USD	EA	1 Add to Cart add favorite compare
V20500 FirstVoice[REG] CPR Pen w/CPR Faceshield Inside Pen from Fastenal	1038002	V20500 - (THINK SAFE INC)	8.72 USD	EA	1 Add to Cart add favorite compare
UT-50 Ultratorch[REG] 3-in-1 Pen-Sized Solder Heat & Torch from Fastenal	0761938	UT-50 - (MASTER ADJUSTANCE)	118.06 USD	EA	1 Add to Cart add favorite compare

3. Add an item directly to the active cart by entering the desired quantity and selecting the “Add to Cart” link.

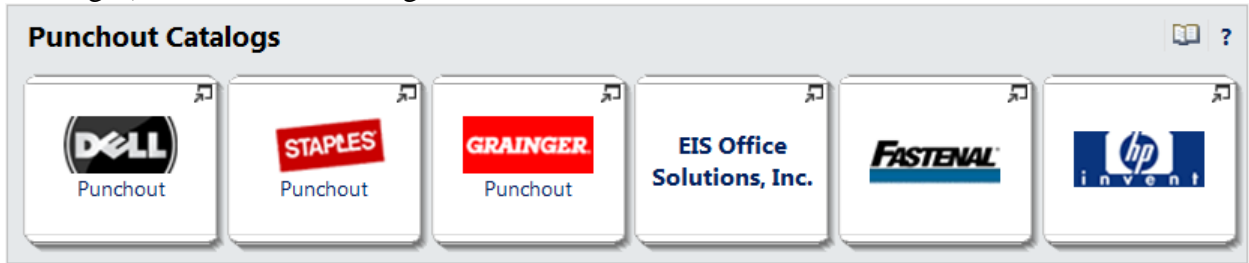
4. The quantity and price in the active cart has now changed to reflect the added product.



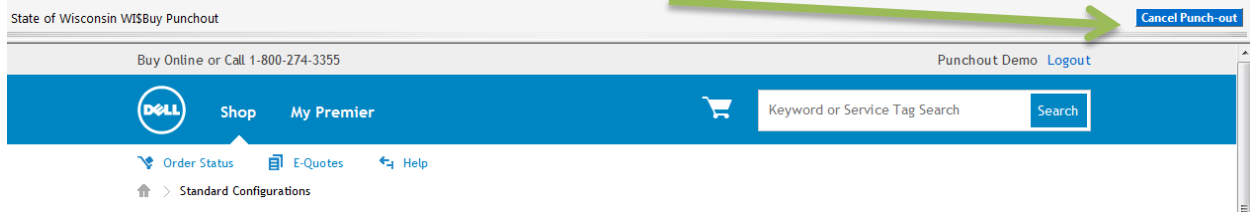
NAME X ★ Action Items Notifications 4 5,342.94 USD

Add an Item to a Cart from a Punchout Vendor

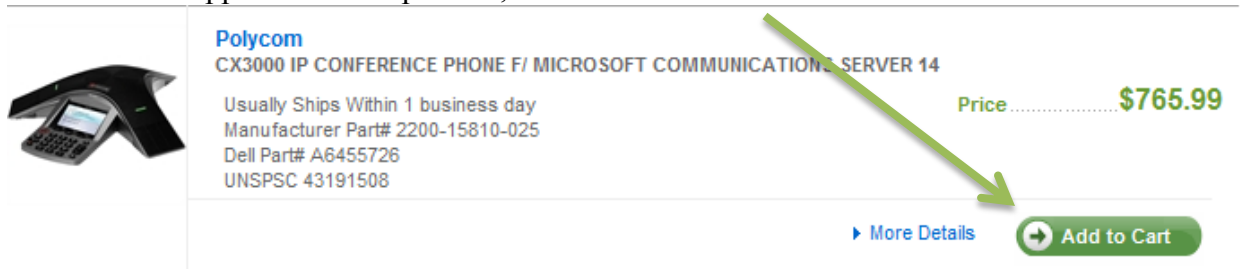
1. Staples will be used in the following example: Under the home showcase “Punchout Catalogs”, click on the Dell Logo.



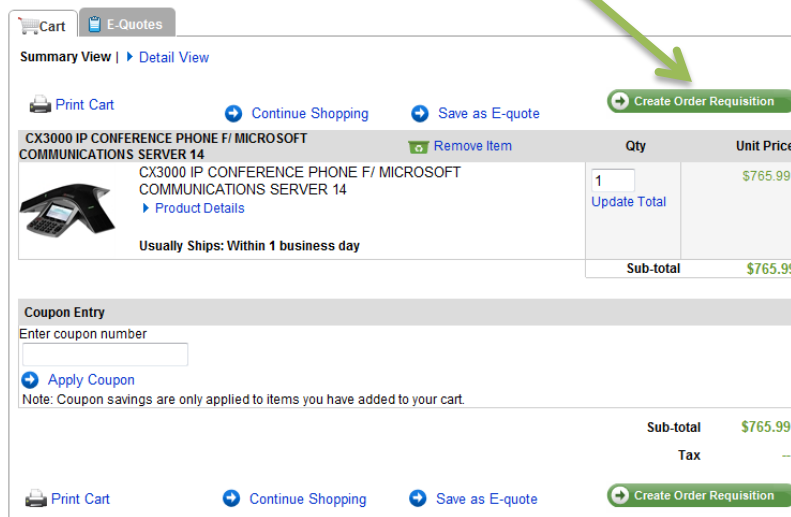
2. Wait while WISBuy connects to Dell and then loads the product display window. Notice that even though we have accessed Dell, the shopper is still within the WISBuy environment and may return at any time by clicking the “Cancel Punch-out” button in the upper right hand corner.



3. Once the shopper chooses a product, click on the “Add to Cart” link.



4. Review the Dell shopping cart and click on “Create Order Requisition” Button.
My Cart



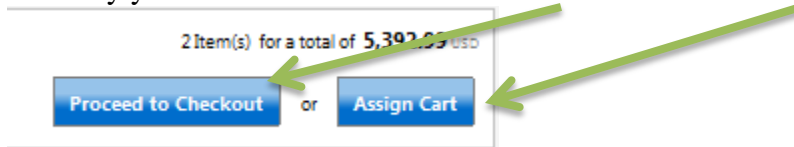
After you click on “Submit Order Requisition” you will be brought back to the WISBuy website, to your shopping cart. Review all your items. Notice you can see your items you selected from the hosted catalog (Fastenal) and the punch-out catalog (Dell) all at once as you are making one purchase from numerous suppliers.

The screenshot shows the WISBuy shopping cart interface. At the top, the WISBUY logo and navigation links are visible. The cart is titled "Shopping Cart for Billy Boy" and shows a total of 2 item(s) for a total of 5,392.99 USD. Below the cart title, there are buttons for "Proceed to Checkout" and "Assign Cart". The cart contains two items:

Product Description	Unit Price	Quantity	Total
Dell CX3000 IP CONFERENCE PHONE F / MICROSOFT COMMUNICATIONS SERVER 14 Part Number: A6455726 Manufacturer Info: 2200-15810-025 - (Dell) Contract: 827160 more info... Commodity Code: 83963 Radio Telephones (Vehicle, Marine, etc)	765.99 USD EA	1	765.99 USD
Fastenal Retractable Pen Style Scriber w/Replaceable Diamond Tip Part Number: 7059382 Manufacturer Info: 985-105 - (MITUTOYO) Commodity Code: 30557 Lettering Equipment (Hand Manipulated): Guides, Pens, Sets, etc.	92.54 USD EA	50	4,627.00 USD

At the bottom right, there are buttons for "Proceed to Checkout" and "Assign Cart".

6. Verify your order and click the “Proceed to Checkout or Assign Cart” button.




7. Shoppers that elect to follow through with the purchase of items via punch out will add items to the shopping cart at the punch out site and then click on the button provided on the vendor site to create the order. The selected items are returned to an active cart within WISBuy. To make a change to items on the order created from a punch-out site, the shopper must return to the vendor site to modify.

***Punchout sites are maintained by the vendors so shoppers must note that the process to check-out and return to WISBuy will be different for each punch-out site.*

Customizing the Cart Name

- Now that the cart contains items, the shopper may customize the cart name. The cart name is a required field and the default format will contain the current date, user name, and cart number. This will be located towards the top right of the screen.


 **Shopping Cart** for Billy Boy

 [Continue Shopping](#)

Name this cart:

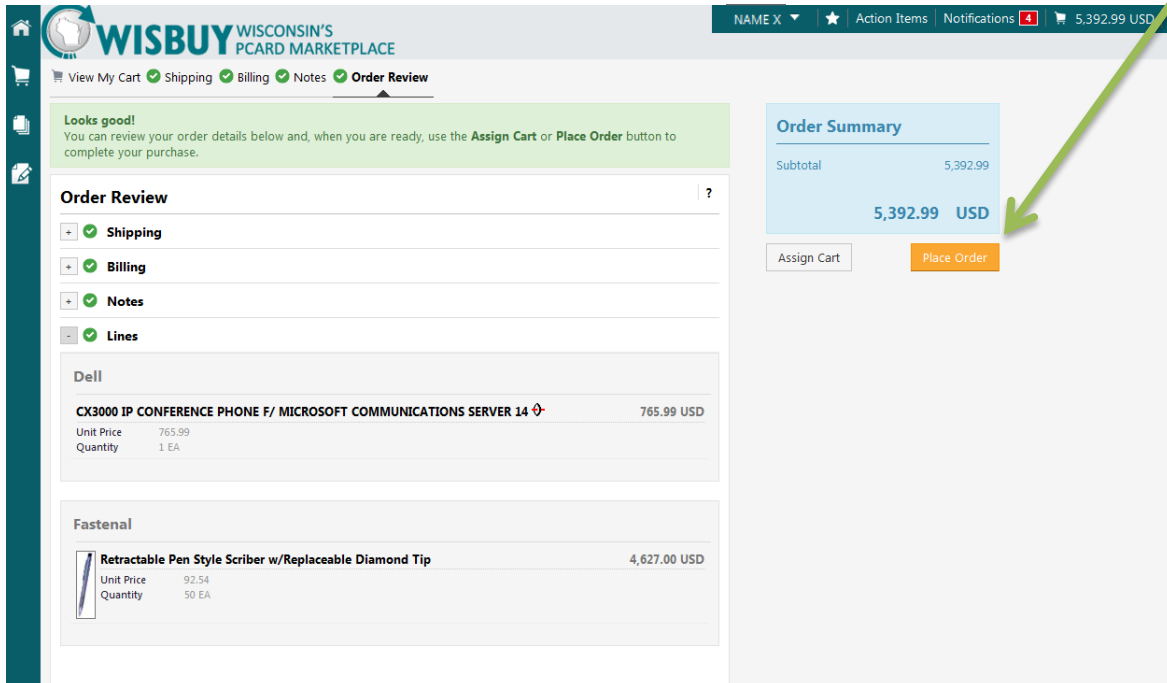
*The shopper may change the default cart name to a more meaningful value that may, for example, reference the vendor name or project name. Pending carts renamed by the shopper are more easily found in WISBuy.

 **Shopping Cart** for Billy Boy

 [Continue Shopping](#)

Name this cart:

When finished, click “Proceed to Checkout” to finish purchasing your order, click on the “Place Order” button.



WISBUY WISCONSIN'S
PCARD MARKETPLACE

NAME X | ★ | Action Items | Notifications 4 | 5,392.99 USD

View My Cart | Shipping | Billing | Notes | **Order Review**

Looks good!
You can review your order details below and, when you are ready, use the **Assign Cart** or **Place Order** button to complete your purchase.

Order Review

- Shipping
- Billing
- Notes
- Lines

Dell

CX3000 IP CONFERENCE PHONE F/ MICROSOFT COMMUNICATIONS SERVER 14	765.99 USD
Unit Price	765.99
Quantity	1 EA

Fastenal


Retractable Pen Style Scriber w/Replaceable Diamond Tip	4,627.00 USD
Unit Price	92.54
Quantity	50 EA

Order Summary

Subtotal	5,392.99
5,392.99 USD	

[Assign Cart](#) [Place Order](#)

Order Confirmation ?

 **Congratulations! You have successfully submitted your order. To view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).**

Here is a summary of your order. You can also find this order at any time via the **order history** link in the main navigation bar at the top of the page.

Shopping Cart name	My Desk
Order date	1/13/2014
Order total	5,392.99 USD
Number of line items	2

What would you like to do next? Here are links to some common actions.

- [Search for another item](#)
- [Return to your home page](#)
- [Create new draft cart](#)

This concludes the lesson on Basic Shopping in WISBuy. For further assistance, please contact WisBuy@Wisconsin.gov or visit the website.